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Publications Review Board

"Helping You Honor the Oath"

(U) Review Process Overview

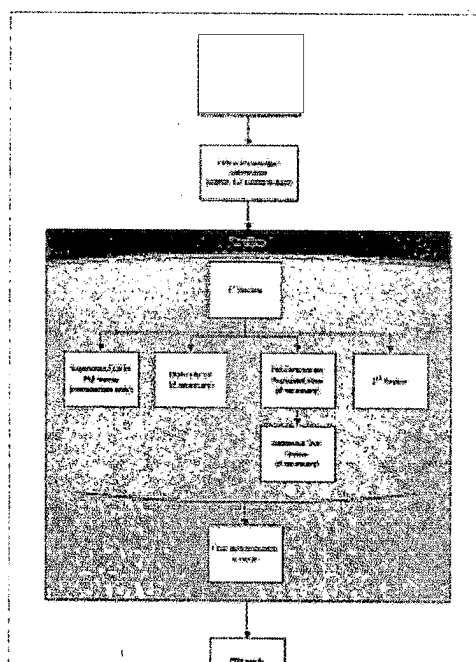
Posted on February 27, 2015

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(U) If you've never submitted anything to the PRB before, the process can seem a bit daunting. Below is a brief overview of how your documents are processed once they are submitted to the PRB.

(click to enlarge)

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1. Submit document(s) to

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2. PRB acknowledges submissions via the means you contacted us, usually within 1-2 business days. Keep in mind that the PRB operates during normal business hours, M-F. We strive to acknowledge all submissions within 48 hours, but if you submit something on a weekend, holiday, or during a weather closure, be mindful that it may take slightly longer for us to respond to all requests.

3. **Review** – Reviewers may reach out to you at any time during the review process to ask questions about your submission.

- 1st Review – The 1st reviewer reviews your document and tasks it out to the appropriate supervisor/COTR/PM, other government agencies, and the directorate representatives, as applicable, who all conduct their own reviews.
- 2nd Review – All submissions are assessed by at least two people to ensure consistent, high quality review.

4. Final determination is made.

5. The PRB sends a completion note, indicating any required changes.

(U) If you have questions about specific circumstances, please consult our FAQs, or send us an email.

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